



STATE OF WASHINGTON  
**HIGHER EDUCATION COORDINATING BOARD**

917 Lakeridge Way • PO Box 43430 • Olympia, Washington 98504-34310 • (360) 753-7800 • TDD (360) 753-7809

September 19, 2003

**TO:** Interested Persons

**FROM:** Brenda Landers, Program Manager  
Displaced Homemaker Program

**SUBJECT:** **2003-2005 Request for Proposals for a Displaced Homemaker Program Mini-grant in Yakima County**

The Displaced Homemaker Program provides training, counseling, and other services to help displaced homemakers get good jobs and become self-sufficient.

The Higher Education Coordinating Board is seeking proposals for the 2003-2005 biennium. One successful applicant is eligible to receive up to \$7,500 for each year of the biennium. Public and private non-profit organizations are invited to apply. Private non-profit applicants may be required to submit documentation of non-profit status.

Attached is a Request for Proposals (RFP), which provides specific information about the Displaced Homemaker Program, this mini-grant, and the application process. Please note that the deadline for receipt of proposals is **5 p.m. on Friday, November 7.**

If you have questions or need additional information, please contact me at 360-753-7827 or [brendal@hecb.wa.gov](mailto:brendal@hecb.wa.gov).

BL  
Attachment

**Application Deadline: Friday, November 7, 2003 at 5 p.m.**

### **Background**

In 1979, the Washington Legislature determined that, as an unrecognized part of the work force, homemakers make an invaluable contribution to the strength, durability, and purpose of the state, and established the Displaced Homemaker Act. The Act provides critical services to displaced homemakers — women or men whose primary job has been that of a homemaker, dependent on the financial support of another but who have lost that support because of the death, divorce, disability, or unemployment of a spouse. In many cases, these homemakers have not worked outside the home for several years, making it almost impossible to find a living-wage job.

The Displaced Homemaker Program (DHP), authorized by the Displaced Homemaker Act (RCW 28B.04), helps these individuals gain the skills they need to get good jobs and lead independent lives.

The Washington Higher Education Coordinating Board (HECB), a state agency, administers the DHP. The HECB is a 10-member citizen board that administers all of the state's student financial aid programs and several other education service programs. It also provides planning, coordination, monitoring, and policy analysis for higher education in the state of Washington.

### **Legislation**

The Displaced Homemaker Act (RCW 28B.04) authorizes the HECB to contract with organizations to provide training, counseling, and services for displaced homemakers so that they may enjoy the independence and economic security vital to a productive life.

### **Displaced Homemaker Definition**

The DHP statute defines a displaced homemaker as an individual who:

- Has worked in the home for ten or more years providing unsalaried household services for family members<sup>1</sup> on a full-time basis;
- Is not gainfully employed<sup>2</sup> (Exhibit A);
- Needs assistance in securing gainful employment; and
- Meets one of the following criteria:
  - (1) Has been dependent on the income of another family member but is no longer supported by that income; or

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<sup>1</sup> For terms of the DHP, "family" includes a spouse or partner living in the home who is no longer able to support the family; children living in the home under the age of 18 who are related to the client, spouse or partner by birth, marriage, or adoption; and disabled or elderly individuals living in the home who are related to the client, spouse or partner by birth, marriage or adoption.

<sup>2</sup>Currently gainful employment is based on the Washington State Need Standard (Exhibit A). The definition of gainful employment within the DHP Washington Administrative Code will be changed to reflect a percent of the Federal Poverty Level.

- (2) Has been dependent on federal assistance but is no longer eligible for that assistance;  
or
- (3) Is supported as the parent of children who are within two years of reaching 18 years of age, at which time public assistance or spousal support will cease.

First priority for all services provided under a contract will be given to eligible displaced homemakers. Other persons may be served under a contract if such assistance will not interfere with services provided to displaced homemakers.

### **Project Design and Required Services**

- The DHP Mini grant should provide targeted and unique services to displaced homemakers throughout Yakima County, and serve both English-speaking and Spanish-speaking displaced homemakers.
- The DHP Mini-grant should provide instructional Services in one or more of the following eight instructional components (outlined in Table 1):
  - Job counseling
  - Education and referral
  - Job placement
  - Job readiness and essential life skills training
  - Health counseling
  - Financial management
  - Legal counseling and information
  - General outreach activities

Instructional Services should assist displaced homemakers in achieving the associated DHP Student Learning Outcomes (Exhibit B) and be provided through structured group activities and classroom instruction that address the instructional components described in Table 1. One or more of the instructional components should be incorporated into instructional services. Displaced homemakers participating in instructional services should receive at least six hours of instruction.

Additional services, such as on-going support groups, or information and referral, may also be provided to displaced homemakers. Services should be designed for both English-speaking and Spanish-speaking displaced homemakers.

All services must be provided at no cost to displaced homemakers.

### **Funding And Contracts**

- The HECB will award one (1) contract to an organization for a DHP Mini Grant operating in Yakima County during the 2003-05 biennium, provided there is an adequate pool of qualified applicants.
- Applicants may request up to \$7,500 per fiscal year for a total of \$15,000 for the 2003-2005 biennium. Successful applicants must supply additional matching funds, equal to at least 30 percent of the total project funding (state DHP and matching funds combined). For example, if grant funds of \$15,000 are awarded, an organization must provide at least \$6,429 in matching funds, for total project funds of \$21,429. Contract funds are provided to the contractor on a reimbursement basis only.

- The contract award will be divided evenly between the first and second fiscal years of the 2003-05 biennium. Matching funds should equal at least 30 percent of the total funding for each fiscal year. State fiscal years run from July 1 through June 30; funds cannot be carried forward from one year to the next.
- Allowable expenditures that may be included in the proposed budget include all operating expenses needed to carry out the training, counseling, and referral services covered in the application, and the provision of outreach activities related to the services.
- In-direct costs and major equipment purchases are not allowable expenditures under the DHP contract. A major equipment purchase is defined as a purchase over \$1,500. In addition, contract funds may not be used to provide direct support to displaced homemakers, such as transportation vouchers, child care assistance, or tuition. Matching funds should be secured to provide such assistance to displaced homemakers.
- An additional two years may be funded through a contract renewal process. If the evaluation reveals that an applying organization is not making satisfactory progress in meeting its contractual obligations, the Executive Director of the HECB may suspend payments under the contract (WAC 250-44-190).

### **Applicant Eligibility**

Funds will be awarded competitively to one eligible organization. Eligible organizations are public or private non-profit organizations. For-profit organizations may not apply for this funding.

TABLE 1		
INSTRUCTIONAL SERVICES COMPONENTS	DESCRIPTION OF INSTRUCTIONAL COMPONENTS	INTENDED OUTCOMES ASSOCIATED WITH INSTRUCTIONAL COMPONENTS
<b>Job Counseling</b>	Job counseling should be designed specifically for displaced homemakers (e.g. translating homemaking and volunteer work experience into marketable skills.) It should include interest, skill, and ability assessment, information about career ladders and wage progression, and guidance on vocational decision-making, including exploring non-traditional career options.	<ul style="list-style-type: none"> <li>• Identifies and uses transferable skills</li> <li>• Identifies and uses personal strengths and attributes</li> <li>• Demonstrates knowledge of non-traditional career opportunities</li> <li>• Demonstrates improved awareness of vocational careers, including the importance of using math and technology skills in today's work environment</li> <li>• Develops a personal plan, outlining steps for achieving employment and educational goals</li> </ul>
<b>Education and Referral</b>	Educational services include outreach activities and information sharing about college courses, including advice about prior life experience credit. These services emphasize: 1) short-term training leading to employment; 2) vocational education opportunities; and, 3) nontraditional or apprenticeship training.	<ul style="list-style-type: none"> <li>• Demonstrates knowledge of education and training opportunities, including apprenticeship opportunities</li> <li>• Enters a vocational or academic program that enhances employment opportunities in a field paying a living (family) wage</li> </ul>
<b>Job Placement</b>	Job placement services should increase displaced homemakers' awareness of and opportunities to interview for existing job openings.	<ul style="list-style-type: none"> <li>• Demonstrates knowledge of current employment trends</li> <li>• Demonstrates knowledge of non-traditional career opportunities</li> <li>• Applies knowledge of community resources and support systems</li> <li>• Participates in a practice interview</li> <li>• Completes a resume and sample job applications</li> <li>• Creates an employment portfolio</li> <li>• Enters into full- or part-time employment in a field with potential to earn a living (family) wage</li> <li>• Increases earnings in current position</li> </ul>

<b>Job Readiness and Essential Life Skills Training</b>	IIS curricula should help the displaced homemakers learn essential employability skills (e.g. communication, conflict resolution, adapting to change, and effective coping skills). Training also should help displaced homemakers build self-esteem, identify barriers to employment, gain the skills needed to be compatible in a diverse work environment, and make progress towards self-sufficiency.	<ul style="list-style-type: none"> <li>• Applies effective communication and interpersonal skills</li> <li>• Demonstrates conflict resolution skills</li> <li>• Demonstrates improved self-esteem and optimism</li> <li>• Demonstrates skills to balance work and family</li> <li>• Identifies barriers to employment</li> <li>• Develops strategies to manage barriers</li> <li>• Demonstrates knowledge of appropriate work attire and work image</li> <li>• Demonstrates knowledge of resources within the community to acquire a working wardrobe</li> <li>• Demonstrates awareness of workplace expectations and skills required to succeed in a diverse work environment</li> <li>• Develops an action plan, outlining steps for continual personal progress in gaining self-sufficiency</li> </ul>
<b>Health Counseling</b>	Information and referral services should be available for health counseling, to include mental health and counseling services to assist the displaced homemaker with the transition to independence. Information and referral services also should be available on the principles of preventive health care, including nutrition, alcohol and drug abuse, and other related health care matters.	<ul style="list-style-type: none"> <li>• Demonstrates knowledge of resources within the community to access health care</li> <li>• Demonstrates ability to adapt to and manage change</li> <li>• Demonstrates improved self-esteem and optimism</li> </ul>
<b>Financial Management</b>	Financial management should increase displaced homemakers' awareness of budget maintenance and debt management. In addition, information and referral services should be available on insurance, taxes, estate and probate problems, mortgages, loans, and other appropriate financial matters.	<ul style="list-style-type: none"> <li>• Develops a budget</li> <li>• Demonstrates knowledge of credit and debt management</li> </ul>
<b>Legal Counseling and Information</b>	Information and referral services should be available for legal information on issues related to being a displaced homemaker.	<ul style="list-style-type: none"> <li>• Demonstrates knowledge of resources within the community to access legal counseling and information</li> </ul>
<b>General Outreach Activities</b>	General information and referral services with respect to federal and state employment and assistance programs also should be available.	<ul style="list-style-type: none"> <li>• Applies knowledge of community resources and support systems</li> <li>• Demonstrates knowledge of education and training opportunities, sponsored at the federal, state, and local levels.</li> </ul>

### **Application Submission**

Applicants must submit an original application that includes all of the items listed in the Required Application Elements section below. The application must include original signatures. Fax and email transmissions are not acceptable.

To be considered for funding, applications must be **received at the HECB office by 5 p.m. on Friday, November 7, 2003**. Incomplete applications will not be considered. Applications should be mailed or delivered to:

Brenda Landers, Program Manager  
Washington Higher Education Coordinating Board  
917 Lakeridge Way  
PO Box 43430  
Olympia, WA 98504-3430

Requests for clarification or assistance in preparing and submitting applications should be directed to Brenda Landers at [brendal@hecb.wa.gov](mailto:brendal@hecb.wa.gov) or 360.753.7827.

### **Required Application Elements**

- 1) **Cover Page** that includes name of applying organization and name, title, and contact information for the contract administrator.
- 2) **Letter of Interest** expressing interest in administering a DHP Mini-grant, signed by the chief executive officer of the applying organization. The letter should explain why the organization wants to provide services to displaced homemakers and how the DHP Mini-grant would support the mission of the organization. In addition, the letter should describe the organization's previous experience in serving displaced homemakers or providing counseling, employment, and training services to groups similar to displaced homemakers.
- 3) **Administrative Plan** that describes how the contract will be administered. Include information about the following:
  - i) Staffing
  - ii) Implementation plan
  - iii) Demonstration of collaborative relationships with local agencies that would enhance services to displaced homemakers
  - iv) Oversight
- 4) **Program Design** that describes in two to three paragraphs the following elements:
  - i) Format of services (i.e. four-hour workshops twice a month plus weekly support groups)
  - ii) Yakima County areas to be served under the grant
  - iii) Program content and delivery methods
  - iv) Materials and activities that may be used as instructional tools
  - v) Plan for serving Spanish-speaking displaced homemakers, including identification of displaced homemakers within the Hispanic community

- 5) **Student Learning Outcomes** that participants will be expected to achieve in Instructional Services, **and the Assessment Methods** that will be used to assess each client's level of success in achieving the learning outcomes. Suggested assessment methods may include samples of clients' work, their participation in focus groups, and/or class activities and instructor evaluations, etc.

For example, a client may demonstrate that he or she is prepared to interview for a job by participating in a practice interview. Or a client may demonstrate that he or she understands the nutritional factors in preventative care by writing down three healthy nutritional habits and implementing the healthy habits.

- 6) **Proposed Budget** that describes how contract funds will be used, within the following categories:
- i) Personnel Costs - Explain how the salary and hourly rate for each person was determined. Provide a calculation of the expected real-time contribution of each staff member to the program.
  - ii) Travel
  - iii) Facilities
  - iv) Advertising
  - v) Supplies/materials
  - vi) Communications
- 7) **Projected Number of Clients Served**
- 8) **Statement of Assurances** signed by the chief executive officer of the applying organization (Attachment A)
- 9) **Staff List** with the names, titles, resumes, and responsibilities of all staff funded with HECB or matching dollars. Submit job descriptions for vacant positions.

### **Selection Process and Contract Awards**

A review committee, including HECB staff and members of the DHP Statewide Advisory Committee, will evaluate applications and make recommendations to the HECB Executive Director. Applications will be evaluated for their responsiveness to the elements noted above, as well as for their overall strength. Special consideration will be given for current or previous experience identifying and serving displaced homemakers, and the demonstration of collaborative relationships within Yakima County.

The HECB Executive Director will select the contract recipient and establish the final award.

### **Reporting and Administrative Requirements**

The organization awarded DHP funds will be required to enter into an agreement or contract with the HECB. The contract will include a scope of work and the following reporting and administrative information:

- Quarterly reports on number of clients served
- Bi-annual narrative report on contractor's program effectiveness
- Participation in an on-site compliance visit
- Completed client forms for all participants of Instructional Services (IS)
- Collection of social security numbers for IS participants
- Administration of workshop client evaluations

The HECB may include additional or adjusted reporting requirements in the final contract.



## **Miscellaneous Provisions**

### **Public Disclosure of Applications**

Upon award of a contract, applications will become public documents. Each application will be subject to public inspection in accordance with public disclosure laws, unless specifically exempted from such laws. Any trade secrets or proprietary information contained in, or submitted with, an application must be clearly identified in the application, and the application must clearly indicate only the specific information or material that constitutes trade secrets or proprietary information. Classification of the entire application as proprietary or trade secrets is unacceptable and may result in rejection of the application.

### **Debriefing of Unsuccessful Applicants**

Upon request, a debriefing conference will be scheduled with an unsuccessful applicant. The HECB must receive a written request for a debriefing conference no later than May 1, 2003. Discussion will be limited to a critique of the requesting organization's application. No comparisons between applications or evaluations of other applications will be allowed.

### **Protest Procedure**

Applicants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to applicants under this procurement.

- All protests must be in writing and signed by the protesting party or an authorized agent. The protest must state all facts and arguments on which the protesting party is relying. All protests shall be addressed to the Program Manager of the DHP.
- Only protests stipulating an issue of fact concerning a matter of bias, discrimination or conflict of interest, or non-compliance with procedures described in the procurement document or HECB policy shall be considered. Protests not based on procedural matters will not be considered.
- In the event that a protest may affect the interest of any applicant, such an applicant will be given an opportunity to submit its views and any relevant information of the protest to the Program Manager of the DHP.
- Upon receipt of a protest, HECB staff will conduct a review of the procurement process. This is not a review of applications submitted or the evaluation scores received. The review is to ensure agency policy and procedures were followed, all requirements were met, and all applicants were treated equally and fairly.
- Protests shall not be accepted by the HECB prior to the actual award or rejection of contracts. The protest must be received by the HECB within seven (7) business days from the date of notification of the award or rejection of the application. The Executive Director or delegate then will consider all available information and render a written decision within seven (7) business days following receipt of the protest, unless additional time is required. If additional time is required, the protesting party will be notified of the delay.

### **Equal Opportunity**

The HECB strongly encourages applications from organizations employing qualified men and women of all races, religion, and ancestry, Vietnam-era veterans and disabled veterans, and persons of disability. Applicants with disabilities who require assistance with the application process will be accommodated to the extent reasonably possible. To request accommodations, call (360) 753-7802 or TTY for the hearing impaired at (360) 753-7801.

**Statement of Assurances**

**Applicant Agency/Organization Name:** \_\_\_\_\_

- (1) No person in this state, on the grounds of sex, age, race, color, religion, national origin, or the presence of any sensory, mental, or physical handicap, shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under the act;
- (2) The sponsoring organization shall actively seek to employ for all staff positions supported by funds provided under the act, and for all staff positions supported by matching funds under any contract, including supervisory, technical and administrative positions, persons who qualify as displaced homemakers;
- (3) Services provided to displaced homemakers under the contract shall be provided without payment of any fees for the services: Provided, That the executive director may approve exceptions to this requirement upon determining that such exceptions would be in the best interest of DHP objectives;
- (4) First priority for all services provided under the contract shall be given to persons who qualify in all regards as displaced homemakers. Other persons in need of the services due to similar circumstances may be assisted if provision of such assistance shall not in any way interfere with the provision of services to displaced homemakers as defined in the act. The sponsoring organization shall include in its reports separate and distinct accountability for services to displaced homemakers and to other persons in need of the services;
- (5) Sponsoring organizations shall maintain separate accounts for funds received under approved contracts and for matching funds expended and in-kind matching provided under such contracts. The accounting records shall include:
  - a) Sufficient detail by object of expenditure to permit verification and reporting of expenditures according to object categories used in the budget format provided with the application; and
  - b) Documentation of all expenditures charged to the contract or matching accounts, in the form of either:
    - i) Direct charges supported by vouchers;
    - ii) Journal vouchers for allocated portions of shared costs such as rental or communication costs, supported by explanations of allocation methods consistent with accounting practices generally used by the sponsoring organization; or
    - iii) Records of actual time worked for persons not employed one hundred percent, but whose salary or wages are charged in part to the contract or matching account.
- (6) Sponsoring organizations shall provide the following reports:
  - a) Provide quarterly reports to the executive director, in a format and containing information specified by the executive director, sufficient to provide:
    - i) An evaluation of outreach and participation in the services provided under the contracts; and
    - ii) An evaluation of performance under the contract.
  - b) Maintain such records as are necessary to provide information contained in the reports.
- (7) Sponsoring organizations shall retain accounting and other supporting records until notified by the executive director of the completion of a program audit after the end of the contract period. This requirement is in addition to requirements of the state auditor's office applicable to public institutions and agencies
- (8) The sponsoring organization agrees to participate in evaluation procedures, including the use of all specified uniform client classification forms for persons to whom services are provided, and specified uniform evaluation questionnaires;
- (9) The sponsoring organization will actively seek to coordinate activities under the contract with related activities and services provided by other organizations;

- (10) The sponsoring organization understands and agrees that payments from the HECB under the contract will be provided monthly or quarterly upon submission and approval of payment requests in a form and containing information specified by the executive director of the HECB, and that approval of payments shall be conditioned upon the executive director's determination that the sponsoring organization is in compliance with the terms of the contract and this chapter;
- (11) The chief executive officer of the sponsoring organization has reviewed the application, including all assurances contained therein, and is authorized to submit the application and execute a contract in accordance with the application if it is approved by the HECB; and
- (12) The executive director and staff of the HECB will be provided access to financial and other records pursuant to the contract.

I have reviewed this application, including all assurances contained therein, and am authorized to submit the application to the HECB. I further authorize the execution of a contract in accordance with this application.

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Signature of Chief Executive Officer

Title

Date

## Washington State Need Standard

Eligible displaced homemakers are individuals who are not gainfully employed. To determine if a client is gainfully employed:

- A. Determine the client's "Assistance Unit Size". This equals the client plus the people they provide for ("dependents").
- B. Determine if the client pays shelter costs. If yes, refer to table (1). If no, refer to table (2).
- C. Look at the needs standard given for the client's Assistance Unit Size.

If a client's wages are equal to or less than the needs standard, that client's income factor falls within the eligible range.

**WAC 388-478-0015\*\* Need standards for cash assistance.** The need standards for cash assistance units are: (1) For assistance units with obligation to pay shelter costs:

Assistance Unit Size	Need Standard
1	\$ 797
2	1,008
3	1,247
4	1,467
5	1,690
6	1,918
7	2,215
8	2,452
9	2,693
10 or more	2,926

(2) For assistance units with shelter provided at no cost:

Assistance Unit Size	Need Standard
1	\$ 480
2	607
3	752
4	884
5	1,019
6	1,156
7	1,335
8	1,478
9	1,623
10 or more	1,764

\*\*WAC 250-44-040, section 9 defines gainful employment as measured against the Washington State Need Standard. The Washington State Need Standard is updated annually by the Washington State /Department of Social and Health Services, and is found in WAC 388-478-0015 - Cash assistance need standards.

[Statutory Authority: [RCW 74.04.050](#), [74.04.055](#), [74.04.057](#), [74.08.090](#), and [74.04.200](#). 01-11-108, § 388-478-0015, filed 5/21/01, effective 7/1/01. Statutory Authority: [RCW 74.04.200](#), [99-04-056](#), § 388-478-0015, filed 1/29/99, effective 3/1/99. Statutory Authority: [RCW 74.04.050](#), [74.04.055](#), [74.04.057](#) and [74.08.090](#). [98-16-044](#), § 388-478-0015, filed 7/31/98, effective 9/1/98.]

**Displaced Homemaker Program Goals and  
Student Learning Outcomes**

**GOAL**

- 1) **Job Readiness and Employability** - *Measurable participant changes contributing to increased job readiness and employability, as a result of program involvement:*
  - a) **Identification and application of personal assets and strengths to be job ready**
    - Identifies and uses transferable skills
    - Identifies and uses personal strengths and attributes
  - b) **Identification and management of barriers**
    - Identifies barriers to employment
    - Develops strategies to manage barriers
  - c) **Address current personal and family needs and issues impacting employability**
    - Demonstrates skills to balance work and family
    - Demonstrates ability to adapt to and manage change
    - Demonstrates self-management skills
    - Demonstrates knowledge of resources within the community to access health care
    - Demonstrates knowledge of resources within the community to access Legal counseling and information
  - d) **Improved essential workplace skills**
    - Demonstrates awareness of workplace expectations and skills for a diverse work environment
    - Applies effective communication and interpersonal skills
    - Demonstrates conflict resolution skills
    - Demonstrates improved self-esteem and optimism
  - e) **Increased awareness of employment and training resources and opportunities**
    - Demonstrates knowledge of current employment trends
    - Demonstrates knowledge of non-traditional career opportunities
    - Demonstrates knowledge of education and training opportunities, including apprenticeship opportunities
    - Applies knowledge of community resources and support systems
    - Demonstrates improved awareness of vocational careers, including the importance of using math and technology skills in today's work environment
  - f) **Demonstration of effective job search strategies**
    - Actively participates in a practice interview
    - Completes a resume and sample job applications
    - Creates an employment portfolio
    - Demonstrates knowledge of appropriate work attire and work image
    - Demonstrates knowledge of resources within the community to acquire a working wardrobe

- g) **Development and implementation of a plan for progress towards self-sufficiency**
- Develops a personal plan, outlining steps for achieving employment and educational goals
  - Develops an action plan, outlining steps for continual personal progress
  - Develops an expense budget
  - Knowledge of credit and debt management

## **GOAL**

- 2) **Increased Employment or Education Status** - *Measurable indicators of increased employment or educational status:*

### **Outcomes**

- Entry into full- or part-time employment in a field with potential to earn a living (family) wage
- Increased earnings in current position
- Entry into vocational or academic program that enhances employment opportunities in a field paying a living (family) wage